

# FINANCE Office

**Lisa  
Urich**  
Fiscal  
Officer/  
Treasurer

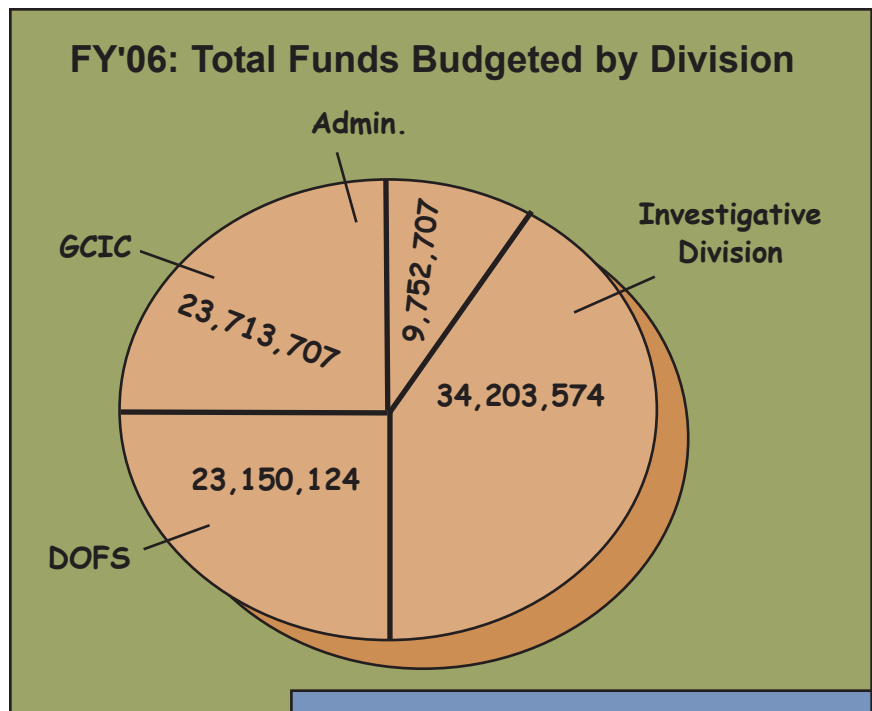


The primary mission of the GBI Finance Office is to provide sound, solid advice and financial management to the Director's Office, the Administrative Division, the Investigative Division, the Division of Forensic Sciences, and the Georgia Crime Information Center. GBI Finance also administers the funds for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. The Finance Office is supervised by the agency's fiscal officer/treasurer and consists of three main units: Budget, Accounting and Purchasing. The office is responsible for all financial transactions involving the agency.

## BUDGET

The Budget Unit is supervised by a budget administrator and consists of three budget analysts. The unit is responsible for the development and management of the GBI budget. Likewise, this unit is responsible for monitoring all expenditures from work units as well as fund sources for the entire agency. Each member of the Budget Unit works directly with division personnel to provide guidance and approval of expenditures for travel and operating costs, including the monitoring of all grants. The unit also is responsible for processing all allotments through the Governor's Office of Planning and Budget to the Office of Treasury and Fiscal Services. All amendments to the Annual Operating Budget are developed and processed by the budget staff.

During FY'06, the budget



staff managed an overall Annual Operating Budget of \$91,421,491 (GBI only, CJCC not included), while creating and developing the FY'06 Amended, Information Technology, and FY'07 budget requests. The effort resulted in an

### Criminal Justice Coordinating Council (CJCC)

State Funds .....	\$1,069,016
Federal Funds .....	\$67,762,016
Other Funds .....	\$14,998,764
<b>Total .....</b>	<b>\$83,829,976</b>

FY'06 state appropriation of \$61,756,541 (GBI only, CJCC not included).

# ACCOUNTING

The Accounting Unit is responsible for all accounting transactions, including the reconciliations of cash accounts, GA Fund I accounts, subsidiary ledgers and the general ledger. The unit also handles all of the accounting transactions for the Criminal Justice Coordinating Council (CJCC), attached to the GBI for administrative purposes. CJCC accounts for a large portion of GBI revenue, including several federal grants as well as many cash disbursements and sub-grant payments. The Accounting Unit is a lead contact with the State Department of Audits, supervised by the accounting director, and is broken down into three main sections: Accounts Receivable, Accounts Payable and Payroll.

The **Accounts Receivable Section** (AR) consists of three employees and a supervisor. The section is responsible for all revenue received by the GBI. In FY'06, the unit collected and recorded more than \$148 million by depositing more than 41,774 checks and processing many electronic fund transfers from several different fund sources, including state funds, governor's emergency funds, federal grants and forfeitures. In conjunction with the Georgia Crime Information Center (GCIC), the section received and recorded more than \$796,000 in revenue collections for instant gun check, criminal history and fingerprint-licensing programs. The section is responsible for transmitting all revenue col-

lections to the state treasury on a monthly basis.

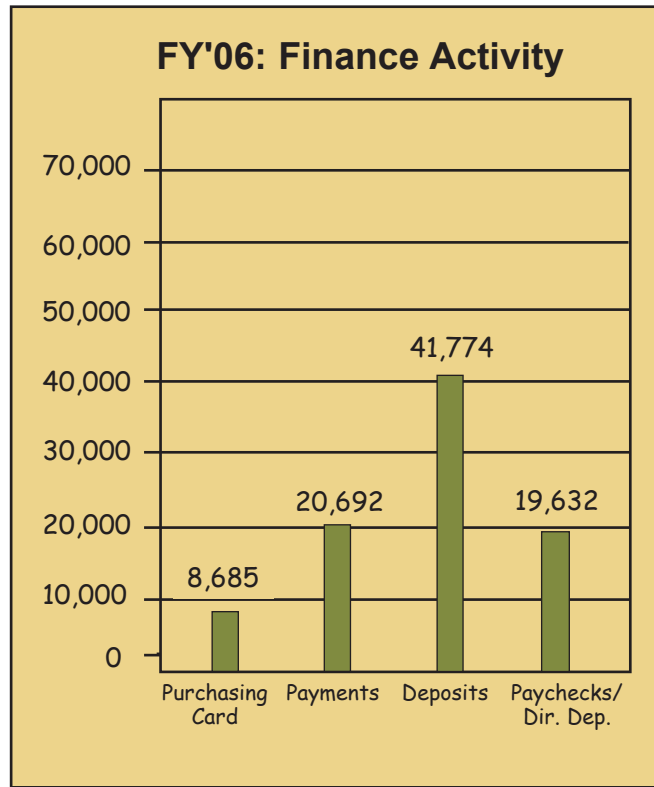
The **Accounts Payable Section** (AP) consists of three employees and a supervisor.

This section is responsible for processing all payments for the GBI and CJCC. In FY'06, the section disbursed approximately 18,463 checks and made more than 2,229 electronic payments for sub-grant payments, travel reimbursements, and invoice payments. In addition to these day-to-day responsibilities, the section is responsible for all 1099 processing and semi-annual prompt pay reports. AP also

assists in travel and per diem expense reconciliations. Likewise, AP administers the American Express card travel program and enters payments for charges on purchasing cards as well as payments for all rental space.

The **Payroll Section** supervisor is responsible for all GBI payroll matters and the section processes the semi-monthly payroll for all employees of the GBI and CJCC. During FY'06, Payroll effectively processed approximately 194 paychecks and 19,338 direct deposits in a timely manner. In addition to the routine payroll operations, the unit also is responsible for financial entries to create deductions for items such as insurance premiums, contributions to the 401K program, payments to the credit unions, and entries for all salary adjustments.

The **Purchasing Section** of the Finance Office has two employees. The section is responsible for entering all purchase orders



## PURCHASING

for the GBI and CJCC. Last year, purchasing entered approximately 2,116 purchase orders for various items, such as vehicle purchases, large equipment purchases, repairs and maintenance.

Similarly, Purchas-

ing has the primary responsibility of overseeing the Visa Purchasing Card Program (P-Card) and training employees on the use and reconciliation of the cards.

In FY'06, there were 8,685 transac-

tions on the P-Card from more than 700 cardholders. As a result, approximately \$1,894,174 in P-Card activity took place.

The Purchasing Section is responsible for coordinating the entire procurement process by ensuring the

Finance Office has all appropriate documentation.

Purchasing also acts as the print coordinator for the agency and handles all in-house procurements by coordinating the bid process.

## LEGAL Services

**T**he Legal Services Office is now staffed with an additional employee, bringing the total to seven full-time employees, including two attorneys (the director and deputy director); a special agent in charge (SAC); two legal assistants; a records management technician; and an investigative services officer.

## OPEN RECORDS

The Open Records Unit, which includes archives, is within Legal Services and functions under the direction of a SAC. One legal assistant and the records management technician are assigned exclusively to process open records, subpoenas, other legal requests for documents and archives.

In FY'06, there were 2,081 requests made under the Open Records Act. These requests included 691 requests from attorneys; 310 requests from insurance companies; 325 requests from family members; 248 requests related to Intoximeter audits and operations; 70

requests from inmates; and 58

requests from the news media. In addition to these statistics, field and specialized work units received 186 open records requests during this fiscal year.

The Open Records Unit also processed, researched, and responded to 45 subpoenas, 49 court orders, and 40 productions of document requests. The unit assisted the Division of Forensic Sciences in processing the release of biological evidentiary specimens. The Open Records Unit also coordinates all archive activities for the GBI. In FY'06, the unit responded to 332 requests to retrieve documents that had previously been stored by the GBI in the state archives storage facilities.

The Bingo Unit for the GBI has now been incorporated under the umbrella of the Legal Services Office. The unit is manned by the investigative services officer who handles inquires, complaints, rules and licenses regarding Bingo.

**Mark B.  
Jackson**  
Director



## LEGAL COUNSEL

Legal Services continues to provide legal counsel to the GBI and its employees via training and legal updates. The office conducted 47 training sessions for GBI employees and other law enforcement

agencies. During FY'06, seven new civil cases were filed and two civil cases were resolved, leaving 11 pending civil cases. Legal Services also drafted amendments to proposed legislation to establish a Georgia Methamphetamine Offender Registry.

## PROFESSIONAL Standards

**T**he Office of Professional Standards (OPS) is responsible for investigating allegations of misconduct made against GBI employees. The office reviews and investigates all complaints, determining whether they have legitimacy or lack merit. Each year the complaints are reviewed and studied to identify any patterns of misconduct. Based on those findings, OPS then recommends appropriate actions and/or training. In FY'06 the Office of Professional Standards documented its investigations through three primary means: internal affairs investigations, preliminary inquiries, and reviews of incidents. OPS also conducts exit interviews and reviews all uses of force by GBI agents and drug task force agents who are GBI supervised.

During FY'06, the Office of Professional Standards:

- Conducted 10 internal affairs investigations
- Conducted three preliminary inquiries
- Conducted two reviews of incidents
- Conducted 12 use of force reviews
- Conducted 66 exit interviews
- Conducted 35 personnel actions not requiring a formal investigation.

**Fred  
Mays**  
Director



## PERSONNEL Office

**T**he Personnel Office is responsible for providing support to the three divisions and the Administrative Section of the GBI in all human resource matters. The office

also processes personnel transactions and matters to the management of the Criminal Justice Coordinating Council. Routine responsibilities include: recruiting and hiring of new employees;

processing personnel transactions; handling employee relations matters; classifying positions; developing new and

**LuAnne  
Worley**  
Director



revising existing agency jobs; monitoring the compensation structure; establishing minimum job qualifications; administering Equal Employment Opportunity (EEO) services; administering the agency's drug screening program; overseeing the performance management process; assisting employees with benefits; serving as the liaison for workers' compensation; coordinating the student internship and youth apprenticeship programs; managing the Employee Assistance Program (EAP); and developing the agency's annual workforce plan.

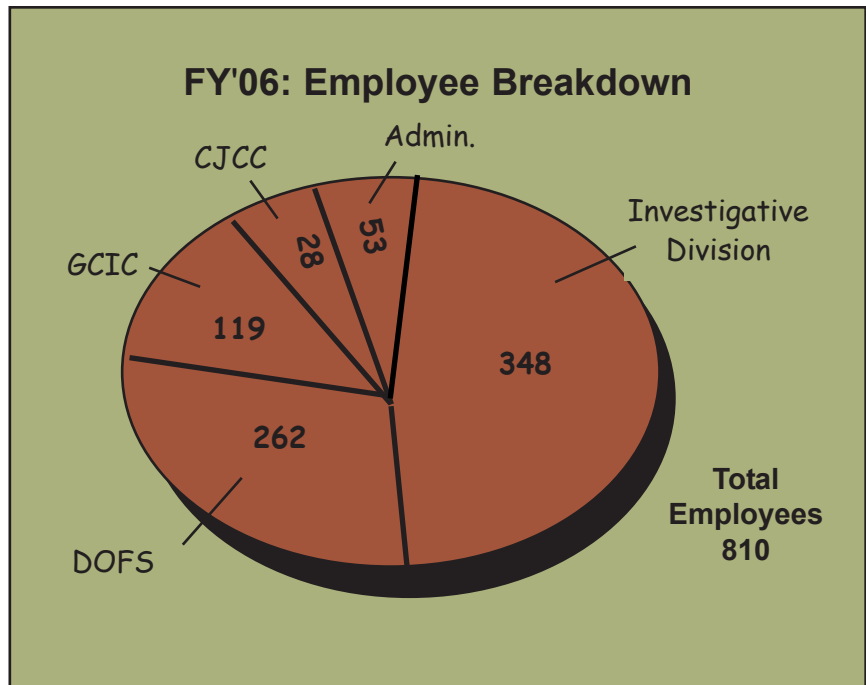
The Office of Personnel coordinated management training for new supervisors,

which included evaluating employee performance and legal issues. Personnel

Office staff made concerted efforts to ensure equal employment opportunities were available to a diverse population by making its job vacancy notices available to a variety of

audiences and organizations. The office also provided recruitment information

via private and government Web-sites. In addition to their regular duties, the State Personnel Administration (formerly known as the Georgia Merit System) requested the assistance of Personnel Office employees to serve on focus groups in developing statewide strategic initiatives. Also, the staff is providing input into the state's new classification system that is scheduled to be implemented in 2007.



### FY'06: Personnel Office Activity

- Approximately **2,222** applications for employment were received and processed.
- Approximately **887** personnel transactions were completed and processed (promotions, new appointments, transfers, retirements, separation, etc.).
- Approximately **158** applications were processed for the internship program.
- **Four** teens were hired for the summer TeenWork program.



## PUBLIC Affairs

**D**isseminating information to the media and the public falls under the domain of the Public Affairs Office. The office acts as a liaison between the agency and the media/public, coordinating the release of information on investigations, missing persons, fugitives, agency achievements, programs and any other items of interest that may arise.

Along with its daily duties, the office also writes articles for law enforcement publications, publishes the annual report and recruiting brochures, compiles newsletters for employees and retirees, schedules speaking engagements, and produces informational and training videos. The Public Affairs director also represents the agency at the Georgia General Assembly, maintains the GBI Web-site, and responds to the public's requests for information via electronic mail.

During FY'06, the office was instrumental in the development of two new public alerts – “Mattie’s Call”, a missing disabled persons alert, and “Kimberly’s Call”, a dangerous fugitive alert. The programs were created by the Georgia legislature. Staff of Public Affairs collaborated with the Georgia Association of Broadcasters to develop activation criteria and protocols for implementation.

**John  
Bankhead**  
Director



## STAFF Services

• **SOU Bomb Truck Garage:** A metal enclosure was constructed at the headquarters' courtyard area to house the bomb trucks, robots, and other specialized equipment used by the Special Operations Unit. The facility was completed and put in use in May of 2006.

• **Parking Lot Paving Project:** The capital project to repave the headquarters' parking lot, rework the front walks and grounds was completed by mid-July of 2006.

• **Region 8 Bomb Truck Garage:** A free-standing metal building for housing the bomb truck and other gear for the

Region 8 Investigative Office (Cleveland) was completed and moved into in June of 2006.

• **Boiler Project:** The capital project to install new fuel efficient boilers at the headquarters' facility was put in progress. Equipment selection

**Jon  
Paget**  
Director



and vendor selection was completed in June 2006, with actual work scheduled to begin in July 2006.

## SUPPLY & MAILROOM

The staff of the Supply and Mailroom Section consists of three state employees and one temporary employee. The section maintains approximately \$900,000-worth of inventory, including weapons, body armor, and radio gear, along with other equipment and supplies needed by the agents. The section also maintains a record on equipment issued, returned, lost and stolen.

The mailroom processes and sends out approximately 3,000 pieces of mail weekly, including inter-office mail throughout the state. It also provides a courier service.

During the year, Supply and Mailroom staff worked closely with the Investigative Division to meet the equipment needs of all the agents. The unit performed the following tasks:

- Updated agent equipment to include riot webgear
- Received all agency-issued automatic weapons and issued a single standard model to all agents
- Issued Mass Fatality & Clandestine Lab equipment to designated agents
- Inventoried and transferred out-of-date body armor to a police academy for training purposes.

## FLEET & ASSET

The Fleet and Asset Section manages the GBI's fleet of more than 500 vehicles and GBI assets totaling nearly 5,000 items valued in excess of \$100 million.

The section managed and supported GBI staff in the

use of the Fleet Anywhere software. Fleet Anywhere provides GBI staff with information regarding status of the fleet. Reports on current and projected use of vehicles have proven invaluable in the preparation of

strategic budget planning.

Other services provided by this section include accident reporting and the management of the surplus property program, commercial fuel cards and uncover commercial accounts.

## OTHER SUPPORT SERVICES

Staff Services is responsible for:

- The administration of headquarters' security personnel and maintenance contracts
- Telecommunications management
- Risk management
- Security and access management
- Contract administration.